Microsoft Office 2010 Training Courses

CMG Microsoft Office 2010 training course is a hands-on, project-oriented class for beginners. Students will learn how to create impressive, professional-looking documents, slides, and spreadsheets using Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. After completing this 6-week course, students will be able to do essential tasks and become more efficient and productive at home and at work.

Sessions

A. Saturday: Sept. 3 - Oct. 8, 2011

B. Saturday: Oct. 15 – Nov. 19, 2011

Time

12:00 p.m.— 1:30 p.m.

Program Fees

$48.00 + $10.00 one-time

registration (non-refundable)

Microsoft Word 2010

Week I and II

Inserting Clip Art & Pictures

Formatting Text

Styles and Themes

Microsoft PowerPoint 2010 Basics

Week III and IV

PowerPoint Basics

WordArt and Shapes

Working with Charts & Tables

Microsoft Excel 2010 Basics

Week V and VI

Cell Basics

Using Templates

Modifying Columns, Rows, and Cells

MORE INFORMATION ON REVERSE SIDE

Microsoft Office 2010 Basics

Week I and II

Word Basics

- Getting Started with Word
- Text Basics
- Formatting Text
- Saving
- Modifying Page Layout
- Checking Spelling and Grammar
- Printing

Common Tasks in Word

- Using Indents and Tabs
- Line and Paragraph Spacing
- Working with Lists
- Adding Breaks
- Working with Columns
- Working with Hyperlinks
- Working with Shapes
- Text Boxes and WordArt
- Inserting Clip Art and Pictures
- Formatting Pictures
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Doing More with Word

- Styles and Themes
- Working with Headers and footers
- Reviewing Documents
- Working with Tables
- SmartArt Graphics
- Using a Template

Microsoft PowerPoint 2010 Basics

Week III and IV

PowerPoint Basics

- Getting Started with PowerPoint
- Slide Basics
- Text Basics
- Applying a Theme
- Inserting Images
- Applying Transitions
- Checking Spelling
- Presenting Slide Show
- Saving and Printing

Common Tasks in PowerPoint

- Modifying Lists
- Indents and Line Spacing
- Modifying Themes
- WordArt and Shapes
- Arranging Objects
- Animating Text and Objects
- Inserting Videos
- Inserting Audio

Doing More with PowerPoint

- SmartArt Illustrations
- Hyperlinks and Action Buttons
- Working with Tables
- Working with Charts
- Reviewing Presentations
- Advanced Presentation Options

Microsoft Excel 2010 Basics

Week V and VI

Excel Basics

- Getting Started with Excel
- Cell Basics
- Modifying Columns, Rows, and Cells
- Saving
- Creating Simple Formulas
- Worksheet Basics
- Printing

Common Tasks in Excel

- Creating Complex Formulas
- Working with Basic Functions
- Sorting Data
- Outlining Data
- Filtering Data
- Formatting Tables

Doing More with Excel

- Reviewing and Sharing Workbooks
- Using Templates
- Working with Charts
- Working with Sparklines
- Using Conditional Formatting
- Creating PivotTables
- Using What-if Analysis